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# Example of Internal Controls Auditor Job Description

Our innovative and growing company is hiring for an internal controls auditor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internal controls auditor

* Actively participate and assist the annual SOX 404 risk assessments and scoping model by collaborating with the appropriate leaders, internal audit assessments and external auditors
* Assist in developing and implementing efficient internal control testing programs to evaluate their operating effectiveness
* Manage periodic progress reporting on SOX 404 compliance efforts including status of open control deficiencies (from internal controls testing, internal audits, external audits )
* Facilitate remediation of internal control deficiencies with the appropriate process owners to ensure that issues are brought to logical closure
* Identify and evaluate issues and processes that may impact multiple business units
* Document and maintain SOX 404 workpapers to ensure that they are clear, concise, and supported by operational facts results to justify conclusions
* Oversee the activities of internal controls regional personnel to ensure effective utilization in completing assigned projects
* Nurture existing and develop new relationships with regional management
* Able to work well independently and within a team environment, and take initiative to drive for results with assigned projects
* Provide major input to engagement planning and fieldwork, identification, development and documentation of audit issues, and recommendations for their improvement

## Qualifications for internal controls auditor

* Must enjoy working in a team environment, be able to multi-task, take initiative and possess a solid work ethic
* 4 years of IT auditing experience (internal or external)
* Authorized to work within the US
* Authorized to travel globally without restriction
* Ability to communicate effectively and work with all levels of the organization
* Ability to effectively communicate with all levels of leadership